

On file NSC instructions apply

THE WHITE HOUSE  
WASHINGTON

Executive Registry

81-9502/2

December 21, 1981

MEMORANDUM FOR HEADS OF EXECUTIVE AGENCIES

FROM: CRAIG L. FULLER  
ASSISTANT TO THE PRESIDENT  
FOR CABINET AFFAIRS

CS

SUBJECT: Travel by Government Officials,  
Including Foreign Travel

The President's Memorandum of December 16, 1981, expressed his concern about government travel practices and costs and directed that departments and agencies submit reports on the actions that would be taken to reduce unnecessary travel and expenses.

We are extending the deadline for submission of the report from agencies until February 15, 1982, so that you will have adequate time to review travel matters, develop and implement corrective actions, and to submit the required reports.

Enclosure

Approved 23 Dec  
(EL 9502/2)

L-299A